

***NOTICE ***
THIS APPLICATION WAS REVISED IN DECEMBER 2019
– PLEASE READ CAREFULLY -

**Change of Ownership License Application
To Operate a Specialty Care Assisted Living Facility
(SCALF)**

**Regulations affecting the application for licensure of
Specialty Care Assisted Living Facilities can be found by clicking the
Rules tab or link on the applications page.**

1. The application should be submitted to this office at least 30 days prior to the change of ownership. In addition to the information requested within the application, the following must also be submitted:
2. A completed license application and application fee of \$240 plus \$18 for each bed. Application fees will not be refunded.
3. Articles of Incorporation, Articles of Organization, LLC Agreement, Partnership Agreement, or Statement of Sole Proprietorship, under which the facility will operate. Corporations, Limited Partnerships and Limited Liability Companies must provide approved documentation from the Office of the Secretary of State to conduct business in the State of Alabama.
4. A copy of the Certificate of Existence (for domestic entities) or the certificate of registration (for foreign entities issued by the Alabama Secretary of State), as proof of its authority to transact business in the state of Alabama.
5. A copy of the document consummating the transfer of ownership, such as a lease agreement, sales agreement, or management agreement. An unsigned copy or draft is acceptable with the submittal of this application. However, a signed copy **must** be submitted prior to the issuance of a license certificate.
6. Approval of the change of ownership by the State Health Planning and Development Agency (SHPDA).
7. A facility diagram illustrating licensed beds and room numbers. The diagram on letter sized paper is preferable.
8. A copy of the administrator's license.
9. A copy of the MD license.
10. A copy of the MD Agreement.

An on-site survey by the survey or regulatory staff may be required before the license can be granted.

NOTE The earliest date a license can be granted is the first day all documents and surveys have been approved by the department. For state licensure purposes, a change of ownership is not effective until a new license certificate has been issued.

Please note: it is a violation of state law to provide any assisted living facility services before you are granted a license from this agency. If you have any questions about your application, please call (334) 206-5175.

ADDITIONAL INFORMATION CHANGE OF OWNERSHIP SPECIALTY CARE ASSISTED LIVING FACILITY

Item 1, Applicant. The applicant is the individual, partnership, corporation or other entity which will be the governing authority of the facility and to whom the license will be granted **(not the facility name or the individual completing the application, unless the applicant is an individual)**. The name entered in this section must be exactly as printed on the legal document establishing the entity. A copy of the legal document must accompany this application. Entities established in a state other than Alabama must register to conduct business in Alabama with the Secretary of State's Office. A copy of the registration must also accompany this application. If the facility is leased, the lessee should be indicated as the applicant. The lessee may be an individual, partnership, corporation, or other entity. **NOTE - The applicant must be the operator of the facility, the entity that hires or fires the administrator, determines patient care issues, makes payment for facility obligations, etc.**

Item 5, Facility Administrator. A copy of the administrator's current Alabama license must be attached.

Item 6, Specialty Care Bed Capacity. Total number of specialty care beds that the facility will operate. This number cannot exceed the number of beds listed on the certificate of need.

Item 7, Facility Name. The information provided on this line will be entered in the Provider Services Directory and the facility will be referred to by this name exactly as entered on this application. This name should be the same as on advertisements, facility letterhead, signs in front of the facility and certification information. This name must be unique; that is, it may not be the same as the name of any other licensed facility in Alabama, nor may it be so similar to the name of any other licensed facility that, in the judgment of ADPH staff, there could be any confusion to the public. Governing authorities operating more than one facility may give the facilities they operate similar, but not identical names. The name may be abbreviated if the abbreviation is also used on advertisements, facility letterhead, signs in front of the facility and certification information.

Item 9, Facility Mailing Address. The facility mailing address, street address or post office box must be within the same postal service area as the facility's physical location.

Item 12, Type of Application. A facility intends to operate both assisted living facility beds and specialty care assisted living facility beds in the same location, must complete and application for both facility types as each facility type will be licensed separately.

A facility that intends to convert a portion of an assisted living facility to a specialty care assisted living must also submit an “Application for Change in License” to decrease the licensed assisted living facility beds as each facility type will be licensed separately.

Application Fee. The application fee for a specialty care assisted living facility is \$240 plus \$18 per bed. A separate license certificate is required for facilities that will have both specialty care residents and assisted living residents.

Attachments. Each attachment must be referenced as a specific applicable item. For example, attachment to item 15 d should be referenced in the document and labeled.

Printing of License Certificates

License certificates are now available on-line. When a license is granted or renewed the license certificate can be printed on-line at <https://dph1.adph.state.al.us/FacilityCertificatePrint>. A facility ID and pin number will be provided and must be used to print license certificates.

STATE OF ALABAMA
DEPARTMENT OF PUBLIC HEALTH
DIVISION OF PROVIDER SERVICES
P.O. BOX 303017 (MAILING ADDRESS)
MONTGOMERY, ALABAMA 36130-3017
THE RSA TOWER, SUITE 700, 201 MONROE STREET, MONTGOMERY, AL 36104
(PHYSICAL LOCATION)

**CHANGE OF OWNERSHIP LICENSE APPLICATION TO OPERATE A SPECIALTY
CARE ASSISTED LIVING FACILITY**

<p style="text-align: center;">APPLICATION FEE</p> <p style="text-align: center;">APPLICATION FEES ARE NOT REFUNDABLE.</p> <p style="text-align: center;">The application fee is \$240 plus \$18 per bed.</p> <p style="text-align: center;">MAKE CHECK OR MONEY ORDER PAYABLE TO: ALABAMA DEPARTMENT OF PUBLIC HEALTH</p>	<p style="text-align: center;">FOR DEPARTMENTAL USE ONLY</p> <p>Application Fee _____</p> <p>Check # _____</p> <p>Facility ID # _____</p>
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- | | |
|---|---|
| 1. _____
Applicant
(see instructions on page 2) | 7. _____
Name of the Facility
(see instructions on page 2) |
| 2. _____
Applicant Address | 8. _____
Facility Physical Address |
| 3. _____
City State Zip Code | 9. _____
Facility Mailing Address
(see instructions on page 2) |
| 4. _____
Applicant Telephone Number | 10. _____
City Zip Code County |
| 5. _____
Facility Administrator | 11. _____
Facility Telephone Number |
| _____
Facility Administrator' Email Address | |
| 6. _____
Specialty Care Bed Capacity
(see instructions on page 2) | 12. _____
Facility ID Number |

13. This application is to apply for (check one): a. Converting a portion / all of a currently licensed
(circle one)

facility ☐ b. Change of Ownership only ☐ c. Change of Ownership and name change ☐.

The facility is currently licensed as _____
(Current Facility Name)

14. Once this facility is licensed to operate specialty care assisted living beds, will this same facility also have a license certificate to operate regular assisted living beds? Yes ☐ No ☐ If yes, please enter the regular assisted living bed capacity after the conversion _____.

15. Applicant Information

a. Applicant is a (check one):

Individual	<input type="checkbox"/>	Nonprofit Corporation	<input type="checkbox"/>	City	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Hospital Authority	<input type="checkbox"/>	County	<input type="checkbox"/>
Corporation	<input type="checkbox"/>	State	<input type="checkbox"/>	Joint City County	<input type="checkbox"/>
Limited Liability Company	<input type="checkbox"/>	Other: _____			<input type="checkbox"/>
Specify					

b. List all the applicant's board members and officers (attach additional paper if necessary).

_____	_____
_____	_____

c. List the name(s) of any person or business entity that has 5% or more ownership interest in the applicant (attach additional paper if necessary). Also, attach a diagram depicting the organizational structure.

_____	_____
_____	_____

d. Does this applicant or any of its owners listed in item "c" operate any other health care facility in Alabama or in any other state? YES ☐ NO ☐ If yes, attach a list including the type(s) of facility(s), name(s), address(s), and owner(s).

e. Have any of the facilities listed in item "d" had any adverse licensure action taken against them or been subject to exclusion from the Medicare or Medicaid Reimbursement Programs?
YES ☐ NO ☐ If yes, attach an explanation.

f. Have the applicant, officers or principals ever been convicted of a crime? YES ☐ NO ☐
If yes, attach an explanation.

- g. Have the applicant, officers or principals ever been found guilty of abusing another individual?
YES ☐ NO ☐ If yes, attach an explanation.
- h. Have the applicant, officers or principals ever had adverse action taken against a professional license, for example, nursing home administrator license, attorney license, nurse license, physician license? YES ☐ NO ☐ If yes, attach an explanation.
- i. Have the applicant, officers or principals ever had a license application denied by this or any other state? YES ☐ NO ☐ If yes, attach an explanation.

16. Has the facility **administrator** listed in item "5" of this application:

- a. ever been convicted of a crime? YES ☐ NO ☐
- b. ever been found guilty of abusing another individual? YES ☐ NO ☐
- c. ever had adverse action taken against a professional license, for example, nursing home administrator license, attorney license, nurse license, physician license? YES ☐ NO ☐
- d. ever been excluded from participation in Medicare or Medicaid Reimbursement Program?
YES ☐ NO ☐

If a, b, c, or d are yes, attach an explanation for each affirmative answer.

17. List the name and address of at least one physician who has agreed to respond to patients emergencies when the patients' personal physician cannot be reached. A copy of the agreement must be attached to this application.

Name

Address

_____	_____
_____	_____

18. Provide the name, phone number, and email address of a knowledgeable person who can supply details about this application (complete all information).

Name _____

Phone _____

Email _____

19. Administrator Signature:

I declare, under penalty of perjury, that I have not operated or allowed to be operated this facility, or any other facility, without a license. I agree to operate this facility according to the Rules of the Alabama State Board of Health.

Printed Name

Signature

Date

NOTARIZED:

Sworn to and subscribed before me this _____

day of _____ 20____.

(Notary Public)

20. Attestation of Responsible Person:

I declare, under penalty of perjury, that I have personal knowledge about the statements made in this application and certify that all statements are true and correct. To the best of my knowledge, neither the applicant nor any of the principals, including myself, the owners, and the administrator, have operated or allowed to be operated this facility, or any other facility, without a license. I certify that I am authorized to make this representation on behalf of the applicant.

Signature _____ Printed Name _____

Title/Position _____ Date _____

NOTARIZED:

Sworn to and subscribed before me this _____

day of _____ 20____.

(Notary Public)

If this application is for a conversion to a Specialty Care Assisted Living Facility, skip items 21 and 22 and proceed to the Mandatory Acknowledgment Notice on page 8. NOTE: The Mandatory Acknowledgment Notice as required by State Law is NOT for public record.

21. Are there any outstanding citations of deficiency, either Federal or State, that have not been corrected?

YES ☐ NO ☐

If yes, has the plan of correction for these deficiencies been accepted by the Division of Health Care Facilities? YES ☐ NO ☐

Note: The new operator will be responsible for correcting all outstanding deficiencies and may be subject to sanctions imposed for past or present deficiencies, including payment of any uncollected civil monetary penalties.

22. Current Licensee's Signature

The current licensee of this facility concurs with this change of ownership and recommends that this change of ownership application be granted. I certify that I am authorized to make this representation on behalf of the current licensee.

Name of Current Licensed Entity

Signature

Date

Printed Name

NOTARIZED:

Sworn to and subscribed before me this _____
day of _____ 20____.

(Notary Public)

MANDATORY ACKNOWLEDGMENT NOTICE

Pursuant to *Alabama Code* section 30-3-194, every applicant seeking from a state agency a license, certificate, permit, or authorization to engage in a profession, occupation, or commercial activity, must provide the social security number of the person signing the application, whether as an individual or on behalf of an entity or corporation. Failure to provide this social security number will result in the denial of the application.

Print or Type Name of Person Signing Application: _____

Social Security Number of Person Signing Application: _____

Print or Type the Facility Name: _____

THIS PAGE **NOT** FOR PUBLIC RECORD